

CAPISTRANO UNIFIED SCHOOL DISTRICT
33122 Valle Road
San Juan Capistrano, CA 92675

REVISED
3-9-12

BOARD OF TRUSTEES
Regular Meeting

March 12, 2012

Closed Session 5:30 p.m.
Open Session 7:00 p.m.

AGENDA

CLOSED SESSION AT 5:30 P.M.

1. CALL TO ORDER

2. CLOSED SESSION COMMENTS

3. CLOSED SESSION (as authorized by law)

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION EXHIBIT A

(Pursuant to Government Code §54956.9(a))

California School Employees Association Chapter 224 v. Capistrano Unified School District
PERB Unfair Practice Charge No. LA-CE-5621-E

B. CONFERENCE WITH LABOR NEGOTIATORS

Joseph M. Farley/Jodee Brentlinger/Tim Holcomb/Robyn Phillips/
Julie Hatchel/Sara Jochem/Jeff Bristow

Employee Organizations:

- 1) Capistrano Unified Education Association (CUEA)
- 2) California School Employees Association (CSEA)
- 3) Teamsters
- 4) Unrepresented Employees (CUMA)

(Pursuant to Government Code §54957.6)

C. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT

EXHIBIT C

Deputy Superintendent, Business and Support Services

(Pursuant to Government Code §54957)

D. STUDENT EXPULSIONS

EXHIBITS D1-D6

Deliberations of Findings of Fact and Recommendations

(Pursuant to Education Code §48918(c) and §35145)

E. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

EXHIBIT E

(Pursuant to Government Code §54957)

RECORDING OF SCHOOL BOARD MEETINGS

In accordance with Board Policy 9324, Board Minutes, all Regular School Board Meetings will be audio recorded

OPEN SESSION AT 7:00 P.M.

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA – ROLL CALL

REPORT ON CLOSED SESSION ACTION

SPECIAL RECOGNITIONS

Student Body President’s Report – Junipero Serra High School

BOARD AND SUPERINTENDENT COMMENTS

ORAL COMMUNICATIONS (Non-Agenda Items)

Oral Communications will occur immediately following Board and Superintendent Comments. The total time for Oral Communications shall be twenty (20) minutes. Individual presentations are limited to a maximum of three (3) minutes per individual.

DISCUSSION/ACTION ITEMS

1. CERTIFICATION OF THE 2011-2012 SECOND INTERIM REPORT AND ADOPTION OF RESOLUTION NO. 1112-37, 2011-2012 REVENUE AND EXPENDITURE INCREASES/DECREASES:

Approval of the Certification of the 2011-2012 Second Interim Report and Adoption of Resolution No. 1112-37, 2011-2012 Revenue and Expenditure Increases/Decreases. School districts are required to submit Interim Financial Reports to the governing board and to certify whether the district will be able to meet its financial obligations for the remainder of the fiscal year and to maintain minimum reserve levels in the two subsequent fiscal years. Resolution No. 1112-37 adjusts the various fund budgets to reflect the Second Interim Report.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Robyn Phillips, Interim Deputy Superintendent, Business and Support Services

Staff Recommendation

It is recommended the Board President recognize Robyn Phillips, Interim Deputy Superintendent, Business and Support Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve the Certification of the 2011-2012 Second Interim Report and Adoption of Resolution No. 1112-37, 2011-2012 Revenue and Expenditure Increases/Decreases.

DISCUSSION/
ACTION
Page 1
EXHIBIT 1

Motion by _____

Seconded by _____

ROLL CALL:

Student Advisor Ryan Pallas _____

Trustee Addonizio _____

Trustee Alpay _____

Trustee Brick _____

Trustee Bryson _____

Trustee Hatton _____

Trustee Palazzo _____

Trustee Pritchard _____

2. **REINSTATEMENT OF AUDIO RECORDING OF CLOSED SESSION MEETINGS OF THE BOARD:** DISCUSSION/
ACTION
Page 155
EXHIBIT 2

It was requested at the February 29, 2012, Board meeting that Trustees discuss the reinstatement of audio recording of closed session meetings of the Board. The reinstatement of such recording would require a revision to Board Bylaw 9324 because the Board unanimously voted to change it on April 13, 2010, ending the recording of closed session meetings. If the Board wishes to audio record closed sessions again the policy will be revised and presented for formal revision.

CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Joseph M. Farley, Superintendent

Staff Recommendation:

It is recommended that the Board discuss this matter and provide direction to the Superintendent concerning Board Bylaw 9324.

Motion by _____ Seconded by _____

3. **ONLINE INSTRUCTIONAL OPTION FOR CAPISTRANO HOME SCHOOL:** DISCUSSION/
ACTION
Page 157
EXHIBIT 3

The Capistrano Home School program is seeking to pilot virtual program course materials for kindergarten through eighth grade students for the 2012-2013 school year. This semester, fifteen students are utilizing the proposed course material which has received positive feedback from parents and students.

CUSD Strategic Plan Pillar 3: Academic Achievement and Enrichment
Contact: Julie Hatchel, Assistant Superintendent, Education Services

Staff Recommendation

It is recommended the Board President recognize Julie Hatchel, Assistant Superintendent, Education Services, to present this item.

Following discussion of this item, it is recommended the Board of Trustees approve the implementation of an online instructional option for kindergarten through eighth grade students in Capistrano Home School for the 2012-2013 school year.

Motion by _____ Seconded by _____

4. **MEMORANDUM OF UNDERSTANDING WITH CUEA – ARTICLE 5.3.1 KINDERGARTEN TEACHER INSTRUCTIONAL CLASSROOM TIME:** DISCUSSION/
ACTION
Page 159
EXHIBIT 4

The October 2011 tentative agreement between the Capistrano Unified Education Association (CUEA) and the District included a provision that the parties would continue to meet until an equitable resolution was reached regarding the kindergarten instructional minutes discrepancy that exists. Currently kindergarten teachers are providing 303 instructional minutes allowing the District to participate and receive Class Size Reduction (CSR) Option II funding, approximately \$98,000. The revised memorandum of understanding (MOU) replaces the existing MOU by reverting back to the 291 instructional minutes outlined under Article 5.3.1 and compensating kindergarten teachers for the 12 minute daily difference. The MOU offers an equitable solution without disrupting approximately 3200 kindergarten students and their families with mid-year schedule changes. The financial implication of this recommendation is approximately \$179,000; with recognition the District may offset a portion of the cost by continuing to receive the CSR Option II revenue of approximately \$98,000. The revised MOU is effective for the 2011-2012 school year and unless negotiated differently, the parties will revert back to Article 5.3.1 for the 2012-2013 school year.

Staff Recommendation

It is recommended the Board President recognize Jodee Brentlinger, Assistant Superintendent, to present this item.

Following discussion, it is recommended the Board approve the Memorandum of Understanding between the Capistrano Unified Education Association and the District resolving the kindergarten minutes discrepancy.

Motion by _____ Seconded by _____

5. CUEA CONTRACT REOPENER PROPOSAL:

On May 19, 2010, the Board formally adopted a three-year settlement agreement between the District and CUEA. The current contract is in effect from July 1, 2009, through June 30, 2012. Board Policy 4143.1, Public Notice–Issues of Meeting and Negotiations describes the steps to be taken by the Board and its authorized representatives in order to enter into a new agreement with an exclusive bargaining unit. The District is submitting its proposal to reopen so that 2012-2013 negotiations can be addressed within the context of current District and state economic challenges.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

DISCUSSION/
ACTION
Page 161
EXHIBIT 5

Staff Recommendation

It is recommended the Board President recognize Jodee Brentlinger, Assistant Superintendent, Personnel Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve the District’s reopener proposal with CUEA for the 2012-2013 school year.

Motion by _____ Seconded by _____

6. CSEA CONTRACT REOPENER PROPOSAL:

On September 28, 2010, the Board formally adopted a two-year settlement agreement between the District and Capistrano School Employee Association (CSEA). The current contract is in effect from July 1, 2010 through June 30, 2012. Board Policy 4143.1, Public Notice–Issues of Meeting and Negotiations describes the steps to be taken by the Board and its authorized representatives in order to enter into a new agreement with an exclusive bargaining unit. The District is submitting its proposal so that 2012-2013 negotiations can be addressed within the context of current District and state economic challenges.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

DISCUSSION/
ACTION
Page 163
EXHIBIT 6

Staff Recommendation

It is recommended the Board President recognize Jodee Brentlinger, Assistant Superintendent, Personnel Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve the District’s reopener proposal with CSEA for the 2012-2013 school year.

Motion by _____ Seconded by _____

7. TEAMSTERS CONTRACT REOPENER PROPOSAL:

On June 29, 2010, the Board formally adopted a three-year settlement agreement between the District and Teamsters. The current contract is in effect from July 1, 2009 through June 30, 2012. Board Policy 4143.1, Public Notice–Issues of Meeting and Negotiations describes the steps to be taken by the Board and its authorized representatives in order to enter into a new agreement with an exclusive bargaining unit. The District is submitting its proposal so that 2012-2013 negotiations can be addressed within the context of current District and state economic challenges.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

Staff Recommendation

It is recommended the Board President recognize Jodee Brentlinger, Assistant Superintendent, Personnel Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve the District’s reopener proposal with Teamsters for the 2012-2013 school year.

Motion by _____ Seconded by _____

DISCUSSION/
ACTION
Page 165
EXHIBIT 7

8. SECOND READING – REVISION OF BOARD POLICY 3315, RELATIONS WITH VENDORS:

Board Policy 3315, *Relations with Vendors*, is being revised to update the guidelines and policies related to interactions with vendors when processing funds and purchasing materials. The update clearly defines the District’s policy related to negotiations and the use of incentives. Proposed additions to the Board policy are underlined; deletions are struck through.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Tim Holcomb, Interim Deputy Superintendent, Business and Support Services

Staff Recommendation

It is recommended the Board President recognize Tim Holcomb, Interim Deputy Superintendent, Business and Support Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve the revisions to Board Policy 3315, *Relations with Vendors*.

Motion by _____ Seconded by _____

DISCUSSION/
ACTION
Page 167
EXHIBIT 8

9. DIVISION OF STATE ARCHITECT UPDATE:

Update of progress of the Division of State Architect (DSA) Construction Project listing. There is no financial impact at this time. There will be a fee to reopen the closed applications to finalize and close them with certification when all documentation is completed. The construction of three two-story relocatable buildings; one modular elevator; and two modular toilet buildings; have been closed with certification. Additionally, one administration building; one gym building; one pool equipment building; one pool storage building; 22 relocatable buildings; two shower/locker buildings; site work; and fire alarm system replacement/upgrade; have been closed with certification. Copies of the letters from the DSA are provided for Trustee review.

CUSD Strategic Plan Pillar 2: Safe and Healthy Schools

Contact: Tim Holcomb, Interim Deputy Superintendent, Business and Support Services

Staff Recommendation:

It is recommended the Board President recognize Tim Holcomb, Interim Deputy Superintendent, Business and Support Services, who will provide the DSA update and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

INFORMATION/
DISCUSSION
Page 169
EXHIBIT 9

CONSENT CALENDAR

All matters listed under the Consent Calendar are considered by the Board to be routine and will be enacted by the Board in one motion in the form listed below. There will be no discussion of these items prior to the time the Board votes on the motion unless members of the Board, staff, or the public request specific items to be discussed and/or removed from the Consent Calendar. The Superintendent and the staff recommend approval of all consent Calendar items.

GENERAL FUNCTIONS

10. SCHOOL BOARD MINUTES:

Approval of the minutes of the February 27, 2012, special Board meeting and the February 29, 2012, regular Board meeting.

Contact: Jane Boos, Manager, Board Office Operations

Page 173

EXHIBIT 10

CURRICULUM & INSTRUCTION

11. PETITION TO WAIVE CALIFORNIA HIGH SCHOOL EXIT EXAM:

Approval to waive California Education Code §60851(c) and Board Policy 6162.52 in accordance with §60851(c) for two students who have completed all requirements for passing the California High School Exit Examination (CAHSEE) subtest in Mathematics and/or English/Language Arts, case numbers 1112-010 through 1112-016. California Education Code §60851(c) and Board Policy 6162.52 provide authority for the Board of Trustees to review and approve waivers for special education students to pass the CAHSEE with modifications stated in the pupil's Individualized Education Program. Supporting information for this item is provided to Trustees under separate cover so that individual student rights under the Family Educational Rights and Privacy Act are protected.

CUSD Strategic Plan Pillar 3: Academic Achievement and Enrichment

Contact: Julie Hatchel, Assistant Superintendent, Education Services

BUSINESS & SUPPORT SERVICES

12. PURCHASE ORDERS, COMMERCIAL WARRANTS, AND PREVIOUSLY BOARD-APPROVED BIDS AND CONTRACTS:

Approval of purchase orders (Attachment 1) and commercial warrants (Attachment 2). The expenditures related to the listed purchase orders and commercial warrants included in this item were previously authorized as part of the District's budget approval process. The purchase orders total \$3,093,625.57; the commercial warrants total \$12,218,358.86. Attachment 3 is a list of previously Board-approved bids and contracts to assist in the review of the purchase order and commercial warrant listings.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Tim Holcomb, Interim Deputy Superintendent, Business & Support Services

Page 183

EXHIBIT 12

13. GENERAL RETAINER AGREEMENT – LEGAL SERVICES, OLSON, HAGEL & FISHBURN, LLP:

Approval of a general retainer agreement with Olson, Hagel & Fishburn, LLP to provide legal services related to the reallocation of property tax revenues by Orange County. School districts have agreed to collectively retain outside legal counsel to represent them in any potential litigation that may result from the County of Orange's reallocation of property taxes. The firm will provide services at the rates indicated on the fee schedule. The first \$10,000 in fees will be paid by Orange County Department of Education. Any additional fees shall be apportioned to the District based on the average daily attendance at the percentage shown in Exhibit A of the agreement. Expenditures are limited to \$5,000.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Robyn S. Phillips, Interim Deputy Superintendent, Business and Support Services

Page 231

EXHIBIT 13

14. SPECIAL EDUCATION SETTLEMENT AGREEMENT:

Approval of the ratification of a special education settlement agreement. It is recommended the Board of Trustees ratify settlement agreement #2011051170. Due to the confidential nature of the agreement, supporting information is provided to the Trustees under separate cover.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations

15. SPECIAL EDUCATION INFORMAL DISPUTE RESOLUTION AGREEMENTS:

Approval of the ratification of special education Informal Dispute Resolution (IDR) agreements. It is recommended the Board of Trustees ratify IDR case #14012 and IDR case #24512. Due to the confidential nature of the agreements, supporting information is provided to the Trustees under separate cover.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

Contact: Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations

16. GOVERNMENT CLAIM: 11-96716DP:

Denial of Claim 11-96716DP filed against the District. This agenda item pertains to a claim filed against the District by Richard T. Collins ESQ., Berger Kahn, A Law Corporation, on behalf of a minor. On August 13, 2011, at Aliso Viejo Middle School, a minor child was participating in a soccer match sponsored by California State Soccer Association-South. The claimant alleges injury to his right knee and ankle, when he stepped into a gopher hole on the field. No one was aware of an injury as it was not reported to association staff, the field marshal, or the referee. There is no record of first aid or medical treatment administered on the date of the injury. The claim is for damages in excess of \$25,000. Denial of this claim does not have any financial implications on the general fund. This action establishes procedural timelines. Staff will follow up with appropriate action.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

17. SERVICES AND SUPPORT AGREEMENT – QUINTESSENTIAL SCHOOL SYSTEMS:

Ratify a services and support contract renewal agreement for 2012-2013 with Quintessential School Systems (QSS). The District uses QSS for its business administrative software. The contract for annual support services expires June 30, 2012. The agreement provides professional consulting services to provide regular support and maintenance for the product. Also included under the agreement is professional training for the end users and enhancements, improvements, and updates to the software system. Annual expenditures are estimated to be \$59,066, funded by the general fund.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Tim Holcomb, Interim Deputy Superintendent, Business and Support Services

18. RATIFICATION OF CHANGE ORDERS #15 AND #16 – BID NO. 1011-09, SAN JUAN HILLS HIGH SCHOOL 30-METER POOL AND SUPPORT BUILDINGS:

Page 255
EXHIBIT 18

Approval of the ratification of change orders #15 and #16 related to the construction of the 30-meter pool and support buildings at San Juan Hills High School. In a previous action, the Board of Trustees delegated to the Superintendent the authority to approve work orders changing the cost of construction contracts, provided the cost does not exceed \$25,000 per individual work order. This change order aggregates various work orders that may consist of additions, deletions, or other revisions that are now being presented to the Board of Trustees for ratification. All such changes in the work are performed under applicable conditions of the change in contract documents. The approved work orders and the resulting change orders are shown in the exhibit. The original contract sum was \$3,023,000. The new contract sum, including change orders through #16, is \$3,240,951.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Tim Holcomb, Interim Deputy Superintendent, Business and Support Services

19. RATIFICATION CHANGE ORDER #5 – BID NO. 1011-11, CAPISTRANO VALLEY HIGH SCHOOL PERFORMING ARTS THEATER:

Page 285
EXHIBIT 19

Approval of the ratification of change order #5 related to the performing arts theater at Capistrano Valley High School. In a previous action, the Board of Trustees delegated to the Superintendent the authority to approve work orders changing the cost of construction contracts, provided the cost does not exceed \$25,000 per individual work order. This change order aggregates various work orders that may consist of additions, deletions, or other revisions are now being presented to the Board of Trustees for ratification. All such changes in the work are performed under applicable conditions of the change in contract documents. The approved work orders and the resulting change order are shown in the exhibit. The original contract sum was \$11,975,007. The new contract sum including change orders through #5 is \$12,093,398.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Tim Holcomb, Interim Deputy Superintendent, Business and Support Services

20. INDEPENDENT CONTRACTOR AGREEMENT – SUPPLEMENTAL EDUCATIONAL TUTORING SERVICES, SYLVAN LEARNING CENTER OF LAGUNA NIGUEL, OPERATED BY SAYVA LEARNING LLC:

Page 305
EXHIBIT 20

Approval of an Independent Contractor Agreement with Sylvan Learning Center of Laguna Niguel, operated by Sayva Learning LLC to provide No Child Left Behind Supplemental Educational Services. The Board approved an independent contractor agreement with Sylvan Learning Center of Laguna Niguel on December 12, 2011. Sylvan Learning Centers are independently owned and operated. The District was notified on January 9, 2012, the franchise was sold and has a new owner. The District's standard Independent Contractor Agreement does not allow for assignment of this contract. This change has no impact on Sylvan's programs, but a new contract must be executed to reflect the change of ownership. The contractor will provide tutoring services at the rates indicated on the fee schedule for the 2011-2012 school year. Scheduled services are estimated to be \$9,640, funded by Title I.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

Contact: Tim Holcomb, Interim Deputy Superintendent, Business and Support Services

21. INDEPENDENT CONTRACTOR AGREEMENT – INSTRUCTIONAL VISITING CLASSROOM PROGRAM, OCEAN INSTITUTE:

Page 325
EXHIBIT 21

Approval of an Independent Contractor Agreement with Ocean Institute to provide an instructional Visiting Classroom program to kindergarten and first grade students at Oso Grande Elementary School. The contractor will provide services at the rates indicated on the fee schedule, paid by PTA funds. Expenditures are limited to \$2,000.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

Contact: Tim Holcomb, Interim Deputy Superintendent, Business and Support Services

22. INDEPENDENT CONTRACTOR AGREEMENT – INSTRUCTIONAL SCIENCE TO GO CLASSES, DISCOVERY SCIENCE CENTER:

Page 335
EXHIBIT 22

Approval of an Independent Contractor Agreement with Discovery Science Center to provide instructional Science to Go classes for second grade students at Oso Grande Elementary School. The contractor will provide services at the rates indicated on the fee schedule, paid by PTA funds. Expenditures are limited to \$2,000.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

Contact: Tim Holcomb, Interim deputy Superintendent, Business and Support Services

23. LICENSE AGREEMENT FOR ASSOCIATION, GATE IMPROVEMENT NEAR MARBLEHEAD ELEMENTARY SCHOOL:

Page 347
EXHIBIT 23

Approval of a Revocable License Agreement between Highland Light Gate and Maintenance Association and the District for sidewalk improvements adjacent to Marblehead Elementary School. The Association operates and maintains a gated entry next to the school and has requested permission from the District to encroach upon school property to construct a widened sidewalk around a new gate arm mechanism. The total amount of school property needed for the project is approximately 2 feet by 4 feet. The area that borders the existing sidewalk is currently grass. The existing shrubbery and fence that separates the school field/play area from the sidewalk will remain undisturbed, and staff anticipates no impact on school operations. The agreement describes the necessary terms and conditions and has been reviewed and approved by legal counsels for the District and the Association.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Tim Holcomb, Interim Deputy Superintendent, Business and Support Services

PERSONNEL SERVICES

24. RESIGNATIONS/RETIREMENTS/EMPLOYMENT–CLASSIFIED EMPLOYEES:

Page 369
EXHIBIT 24

Approval of the activity list for employment, separation, and additional assignments of classified employees. These positions will be charged to the appropriate fund and are included in the adopted budget.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

25. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CERTIFICATED EMPLOYEES:

Page 377
EXHIBIT 25

Approval of the activity list for employment, separation, and additional assignments of certificated employees. These positions will be charged to the appropriate fund and are included in the adopted budget.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

26. **CERTIFICATION OF TEMPORARY ATHLETIC TEAM COACH QUALIFICATIONS AND COMPETENCIES:**

Approval of the certification that all temporary athletic coaches have met the qualifications and competencies required in Title V §5593 of the California Code of Regulations. The California Code of Regulations requires Trustees to certify temporary athletic team coaches have met the provisions of Title V §5593 which applies to any person serving as a temporary athletic team coach. The District must determine each individual has met all required coaching qualifications and competencies set forth in the statute. Included in these requirements is training in the care and prevention of athletic injuries, possession of a valid CPR or related certificate, practical experience in team athletic conditioning, knowledge of the rules and regulations in the sport or game being coached, understanding of adolescent psychology as it relates to the sport, and training in substance abuse prevention including, but not limited to, tobacco, alcohol, steroids, and human growth hormones. All current coaches have met this requirement as verified by athletic directors and principals at each site.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

Motion by _____	Seconded by _____
ROLL CALL:	
Student Advisor Ryan Pallas _____	
Trustee Addonizio _____	Trustee Bryson _____
Trustee Alpay _____	Trustee Hatton _____
Trustee Brick _____	Trustee Palazzo _____
	Trustee Pritchard _____

NOTE: BY USING A ROLL CALL VOTE FOR THE CONSENT CALENDAR, IT WILL MEET THE NEED FOR ACTION ITEMS WHICH REQUIRE A SIMPLE MOTION OR ROLL CALL VOTE.

ADJOURNMENT

Motion by _____ Seconded by _____

THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS WEDNESDAY, MARCH 28, 2012, 7:00 P.M. AT THE CAPISTRANO UNIFIED SCHOOL DISTRICT OFFICE BOARD ROOM, 33122 VALLE ROAD, SAN JUAN CAPISTRANO, CALIFORNIA

For information regarding Capistrano Unified School District, please visit our website:
www.capousd.org

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS PRESENT AT THIS MEETING

We are pleased you can be with us at this meeting, and we hope you will return often. Your visit assures us of continuing community interest in our schools.

The members of the Board of Trustees of this District are locally elected state officials, who serve four-year terms of office, and who are responsible for the educational program of our community from grades kindergarten through twelve. They are required to conduct programs of the schools in accordance with the State of California Constitution, the State Education Code, and other laws relating to schools enacted by the Legislature, and policies and procedures which this Board adopts.

The Board is a policy-making body whose actions are guided by the school district's Mission and Goals. Administration of the District is delegated to a professional administrative staff headed by the Superintendent.

The agenda and its extensive background material are studied by each member of the Board for at least two days preceding the meeting. Board Members can call the administrative staff for clarification on any item, and many of the items on the agenda were discussed by the Board during previous meetings. These procedures enable the Board to act more effectively on agenda items than would otherwise be possible.

WHAT TO DO IF YOU WISH TO ADDRESS THE BOARD OF TRUSTEES

ITEMS ON THE AGENDA. Any person may address the Board concerning any item on the agenda and may, at the discretion of the Board, be granted three (3) minutes to make a presentation to the Board at the time a specific item is under discussion. However, the time assigned for individual presentations could be fewer than three (3) minutes depending upon the total number of speakers who wish to address a specific agenda topic. Prior to the opening of the meeting, a Request to Address the Board card (located in the foyer) should be completed and submitted to the Secretary of the Board. The total time devoted to presentations to the Board shall not exceed twenty (20) minutes, unless additional time is granted by the Board. All presentations shall be heard by the Board prior to the formal discussion of the agenda topic under consideration. Once an agenda item has been opened for public comment, no additional "Request to Address the Board of Trustees" cards shall be accepted for that topic.

ORAL COMMUNICATIONS (Non-Agenda Items). Citizens may address the Board on any item not appearing on the agenda. Individual presentations are limited to three (3) minutes per individual, with twenty (20) minutes in total being devoted for this purpose, but could be less if there are a large number of Oral Communication speakers. Legally, the Board may not take action on items raised by speakers under Oral Communications. However, at its discretion, the Board may refer items to the administration for follow-up or place topics on a future Board agenda.

PUBLIC HEARINGS. Anytime the Board schedules a separate public hearing on any given topic, it shall not hear speakers on that topic before the public hearing, except as to the scheduling of the hearing, nor shall it hear speakers after the hearing, except as to changes in the policy or recommended actions which are directed at the time of the hearing.

CLOSED SESSION. In accordance with Education Code §35146 and Government Code §54957, the Board may recess to Closed Session to discuss personnel matters which they consider inadvisable to take up in a public meeting.

REASONABLE ACCOMMODATION

In order to help ensure participation in the meeting of disabled individuals, appropriate disability-related accommodations or modifications shall be provided by the Board, upon request, in accordance with the Americans with Disabilities Act (ADA). Persons with a disability who require a disability-related accommodation or modification, including auxiliary aids and services in order to participate in a Board meeting, shall contact the Superintendent or designee in writing by noon on the Friday before the scheduled meeting. Such notification shall provide school district personnel time to make reasonable arrangements to assure accessibility to the meeting.